



## Westminster Academy Athletic Forms and Physicals

All sports physicals and paperwork will be uploaded to [SportsWareOnline](#).

Some friendly reminders:

- Sports physicals (specific to the FHSAA, can be found on SportsWareOnline or the FHSAA website) and the general health physicals required by the school (DH 340) are two separate processes. Please turn in general health physicals to the school nurse.
- If your child participated in a spring sport or handed in a new physical that will be valid in the current school year, please obtain a copy from your physician and re-uploaded it to SportsWareOnline.
- **You must complete the following four athletics participation requirements before the first day of tryouts.** If not, student-athletes will not be able to take part in tryouts. Thank you for your understanding, as this is to ensure your child's safety.

### Athletics Participation Requirements


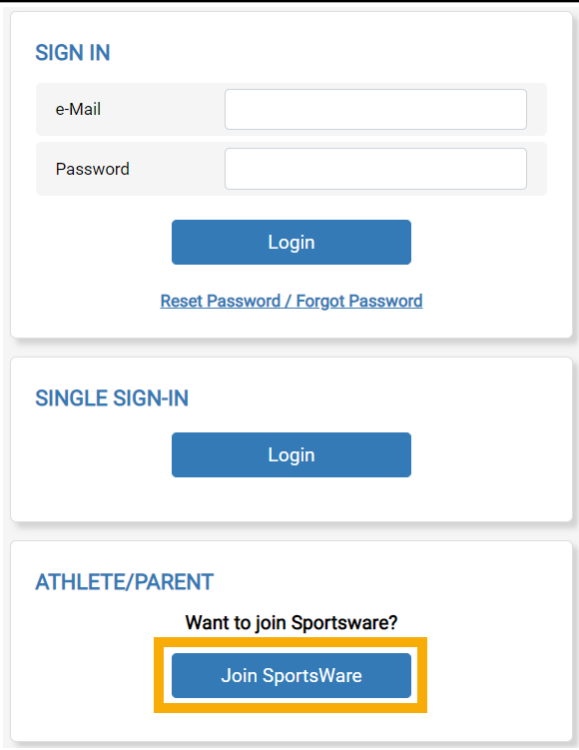
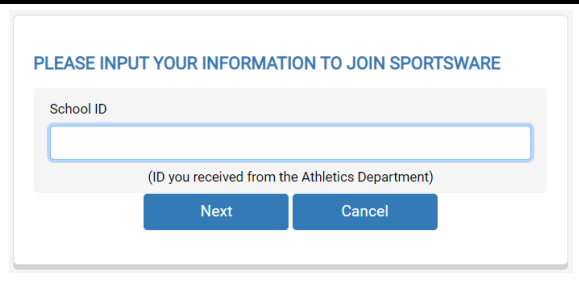
1. **Sports Physical**—Print directly from SportsWareOnline or the FHSAA website, have it completed by a licensed physician, and then upload it to SportsWareOnline
2. **Parent Understanding Form**—Complete and sign directly on SportsWareOnline
3. **Travel Information Form**—Complete and sign directly on SportsWareOnline
4. **NFHS Required Videos**—Certificates must be uploaded to SportsWareOnline after completion by the student-athlete

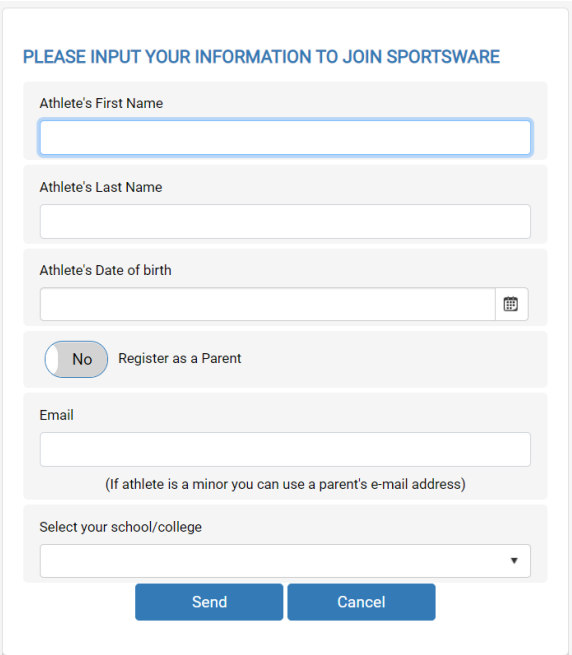
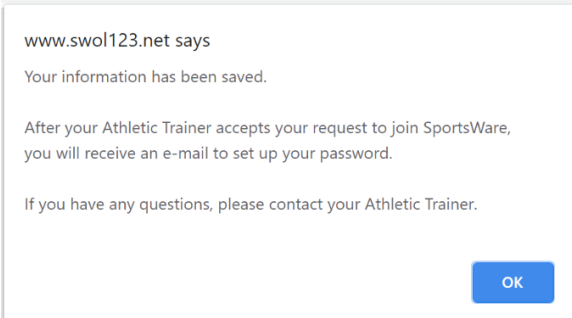
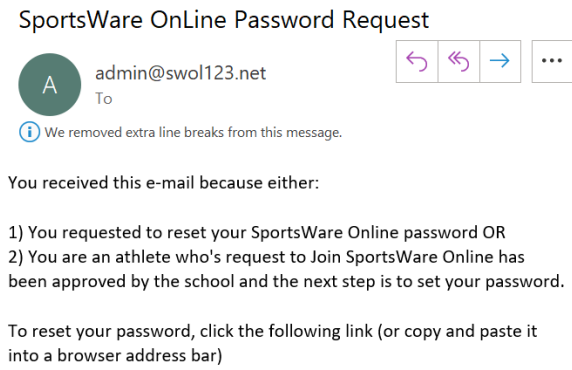

- a. Please go to [nfhslearn.com](https://nfhslearn.com)
- b. Create an account in the top right corner
- c. Search for courses: Concussion for Students, Heat Illness Prevention, and Sudden Cardiac Arrest
- d. “Purchase” the courses (they’re free). Select Florida from the drop-down menu
- e. Watch/read through the course (it will take 35–45 minutes each). Take the quiz at the end
- f. Screenshot/download the certificate and upload all three (Concussion for Students, Heat Illness Prevention, and Sudden Cardiac Arrest) to your SportsWareOnline account

Below are step-by-step instructions to create an account and upload all documents to SportsWareOnline.

# SportsWareOnLine Step-by-Step Instructions

## Section 1- Creating an Account

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</p>	
<p>On the right side of the screen, under ATHLETE/PARENT, click the <b>JOIN SPORTSWARE</b> button.</p>	
<p>Enter School ID: &lt;&lt; WALIONS&gt;&gt;</p> <p>*This ID is unique to your school or institution. This School ID is assigned by your Athletic Trainer. It is not your Student ID. Westminster Academy's code is WALIONS.</p> <p>Click the <b>NEXT</b> button.</p>	

<p>Enter the following information to request an account:</p> <ul style="list-style-type: none"> <li>• Athlete's First Name</li> <li>• Athlete's Last Name</li> <li>• Athlete's Date of Birth</li> <li>• Athlete's Email (WA Emails Only)</li> <li>• Athlete's School (WA Middle or High school)</li> </ul> <p>Click the <b>SEND</b> button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review. Please allow 2-3 for the Athletic Trainer to accept your request.</p> <p>If you are a parent requesting to join multiple children, repeat this process for each child.</p> <p>*You may not see this message if you have a pop-up blocker enabled.</p>	
<p>Once your request is accepted, you will receive an email with the subject "SportsWareOnline Password Request."</p> <p>Open the e-mail and click the password reset link to continue to SportsWareOnline or follow the directions below on setting a password.</p> <p>*If you do not see this email, check your spam folder.</p>	
<p style="text-align: center;"><b>Instruction</b></p>	<p style="text-align: center;"><b>Example</b></p>
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	

Under SIGN IN, enter your e-mail address and click the **RESET PASSWORD/FORGOT PASSWORD** link.

Once you click the **RESET PASSWORD/FORGOT PASSWORD**, you should see this pop-up.

\*You may not see this message if you have a pop-up blocker enabled.

\*\*If you see the message *“The e-mail address was not found in SportsWareOnLine, make sure it is typed correctly and try again,”* be sure you used the same email when you requested to join SportsWare. If you still see this error, contact your school’s athletic trainer to see if they have accepted your account request.

You will receive an email with the subject *“SportsWareOnLine Password Request.”*

Click the link under your name in this email.

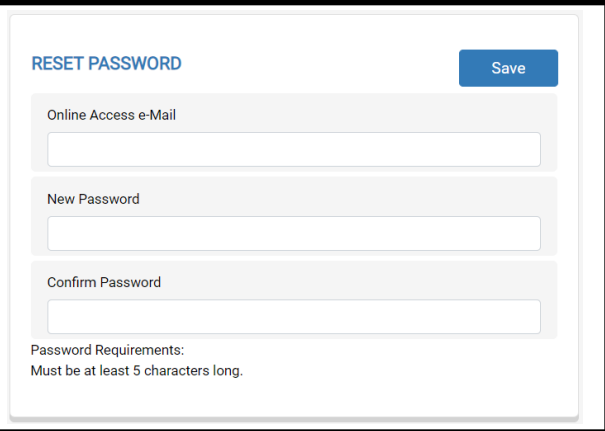
If you are a parent with multiple children in SportsWare under the same email address, you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you want to reset.

\*If you do not see this email, check your spam folder.


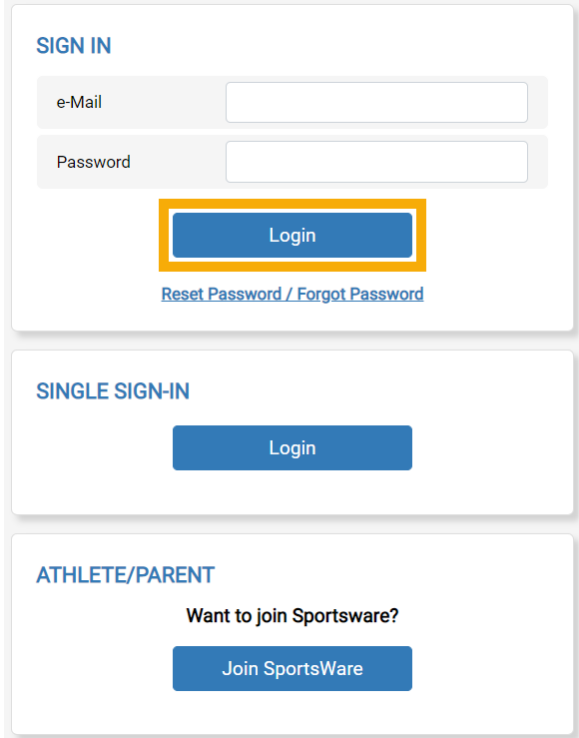
Enter your e-mail address and the new password, and confirm the password. Make a note of your school's password requirements.

Click the **SAVE** button.

If you are a parent with multiple children in SportsWare under the same email address, you must use a unique password for each child. **All athletes must have a unique email/password combination.**



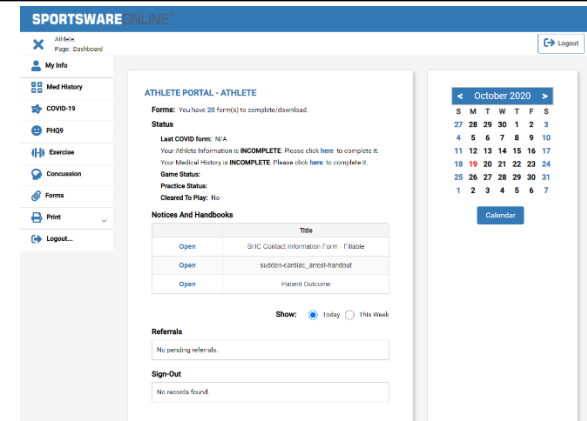
### Section 2- Updating Your Information

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</p>	
<p>Under SIGN IN, enter your e-mail address and password.</p> <p>Click the <b>Login</b> button.</p>	

You are now on the dashboard of the Athlete Portal. Your page may look different depending on what information/forms your school has chosen to collect through SportsWareOnline.

If you cannot see the main menu on the left, click the navicon (☰) to expand it.

Under Notices and Handbook, you will see two attachments. This is the Sport Physical required for all athletes. Please Print both pages and have them completed by a licensed physician.



**My Info:** Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, immunizations, and other paperwork

**Medical History:** A Medical History questionnaire. This must be completed by all student-athletes.

**Forms:** View/complete required paperwork. \*SportsWare will also display the number of forms you must complete. Here is where you will find the athletic forms required by WA.

-EL3 1-4 is listed. Please complete and submit directly on SportsWareOnline.

-Travel Info/Parent Understanding listed. Please complete and submit directly on SportsWareOnline.

At the top of the forms page, you will see an "ADD" button. Here is where you will upload the following items

- Physical (2 pages)
- FSHAA Videos certificates (3)

Changes will not be saved if you exit a window without clicking the **SAVE** button.

When you have completed your session, be sure to **LOGOUT** (  ) of SportsWare

